

Central Intelligence Agency  
Office of Equal Employment Opportunity

August 1979

The Federal Women's Program  
of the  
Central Intelligence Agency

Purpose

The purpose of the Federal Women's Program (FWP) is to improve employment and advancement opportunities for women in CIA.

Goal

The overall goal of the CIA Federal Women's Program is to have women represented in all parts of the Agency, vertically throughout all grades and horizontally throughout all components, professions and job categories, including management. In order to reach this goal, the CIA FWP Plan will include provisions to assure that CIA implements the following:

Recruit and hire qualified women.

Utilize effectively the female workforce:

a. Place women in jobs which offer advancement in line with their abilities.

b. Promote the concept of upward mobility.

Ensure that women receive equal opportunities for development and advancement.

Monitor Agency regulations, policies and practices for adverse impact on women.

Identify and eliminate barriers which impede the progress of women.

Develop affirmative actions to improve the status of women, assess actions taken and organizations' efforts.

Assess and evaluate the status and progress of women.

Train supervisors and managers to recognize the issues which impact on the employment of women.

Provide a means for women to voice their concerns.

Counsel women on career planning.

Provide resources, support and training to enable women to develop themselves and to achieve their potential.

Inform employees on the goals of its Federal Women's Program.

### Structure

The Federal Women's Program, managed by the Federal Women's Program Manager, is a part of the Agency's Equal Employment Opportunity Program under the stewardship of the Director of Equal Employment Opportunity.

Each Directorate will have an FWP Officer (FWPO), either full or part-time, under the direction of the directorate EEO Officer to carry out Agency and directorate plans and goals. Directorates may designate component FWPOs where size of the component or geographic location indicates.

### Responsibility

#### a. Managers

The Federal Women's Program is a management program and the primary legal responsibility for implementation rests with the Director of Central Intelligence and Agency managers at every level.

#### b. Federal Women's Program Manager

The Federal Women's Program Manager is a member of the management structure and is responsible for advising the DCI and Agency managers; community interaction; for

identifying barriers and devising actions which managers and supervisors can implement; for providing guidance to FWP Officers; for assessing Directorate progress toward Agency goals.

c. Federal Women's Program Officers

The Federal Women's Program Officer is responsible to the Directorate head for carrying out Agency and Directorate programs and plans. The FWPO is responsible to the FWP Manager in conduct of Agency goals in the same manner that EEO Officers are responsible to the Director EEO.

APPROVED:

\_\_\_\_\_  
Deputy Director  
of Central Intelligence

\_\_\_\_\_  
Date

BACKGROUND

Excerpt from Putting Women in Their Place, Office of  
Personnel Management, Federal Women's Program, 1979.

What do the  
statutes and  
regulations say  
about the FWP?

In October 1967, Executive Order 11375 added sex to other prohibited forms of discrimination in the Federal Government. The Civil Service Commission responded to this new order by establishing the Federal Women's Program. In August 1969, Executive Order 11478 integrated the Federal Women's Program into the overall Equal Employment Opportunity Program and placed the FWP under the stewardship of agency Directors of Equal Employment Opportunity.

In March 1972, Public Law 92261, the Equal Employment Opportunity Act of 1972, brought Federal employees and agencies under the equal employment opportunity provisions of the Civil Rights Act of 1964 and gave the Civil Service Commission (now the Office of Personnel Management) additional enforcement powers to insure that all personnel actions in Government are free from discrimination.

OPM regulations implementing Public Law 92-261 require that Federal agencies designate a Federal Women's Program Manager to advise the Director of EEO on matters affecting the employment and advancement of women.

Public Law 92-261 requires that Federal agencies allocate sufficient resources to their FWP to insure a results-oriented EEO program at headquarters and field levels. Resources include personnel, funds, and necessary equipment and space allocations.

All cabinet departments and independent agencies must designate full-time FWP Managers. Other agencies and field installations should designate full-time FWP Managers whenever two or more of the following circumstances are found:

- o Women are substantially under-represented at higher grade levels.
- o Few or no women are represented in a large number of agency occupations.
- o There is a significant number of discrimination complaints based on sex.
- o There is a high incidence of precomplaint counseling due to potential complaints based on sex discrimination.
- o There is limited movement of women from clerical and other support positions to professional positions.
- o There is a large and continuing gap between the average grades of men and women.

Even if circumstances do not warrant designation of a full-time permanent FWP position, agencies and field installations should designate employees to carry out FWP responsibilities.

In the past, agencies have assigned employees 20 percent or more of their time to work on the Federal Women's Program, while the employees remained permanently assigned in a regular position. Our experience has shown, however, that trying to balance the two work assignments can detract significantly from a person's ability to direct a viable Federal Women's Program. Consequently, OPM now encourages agencies to meet their FWP responsibilities through two other options: (1) Full-time details of employees to the FWP position, for minimum 1-year assignments, or (2) establishment of part-time permanent FWP positions.